

TOWN OF KENSINGTON
BOARD OF SELECTMEN MEETING
MONDAY
DECEMBER 5, 2022-Meeting Minutes

In Attendance: Joseph Pace, Robert Solomon, Robert Gustafson

J. Pace called the meeting to order at 6:27pm.

All in attendance participated in the Pledge of Allegiance.

J. Pace then opened the public hearing at 6:30pm.

A Public Hearing will be held by the Board of Selectmen on DECEMBER 5, 2022, at the Kensington Town Hall, located at 95 Amesbury Road, Kensington, NH 03833, at 6:30pm,

- In accordance with RSA 41:9-a to amend the fees for town police details and other fees in the Town of Kensington.

The board discussed the fees to be amended by the town. The G. Rignoli explained that area towns have base permit fees of \$75-\$100 and ours being at \$50 is low. He has requested to have this increased to \$75. Chief Cain explained that the detail fees are lower in town than other towns which is making details hard to fill in town. He has asked to increase the details as follows. The board would also like to implement fees for right to know requests to cover expenses associated with them. Some costs to cover include paper, ink, and time for employees to compile requested documents.

The following changes will be made:

- Fees for the building department will be increased from \$50 for the minimum permit fee to \$75.00
- The current amount of certified mail is at \$6.49 but it will be changed to state the current fee for certified mail
- Details for the police department will increase from 60 for the officer/ 15 for administrative/ 15 for the cruiser to 65 for the officer/ 15 for administrative/ 15 for the cruiser.
- The town does not have fees associated with Right to Know Requests those will be as follows:

Right to Know Request Fees	All Town Hall Requests	.50 for per page	if there are more than one document with multiple pages the requester will be charged with stated fees per document.
	Electronic requests	price of the usb	
	color copies	1.00 per page	if there are more than one document with multiple pages the requester will be charged with stated fees per document.
	emailed requests	\$10.00 per hour	if request for emailed documents required exceeds and hour of staff time for research and or delivery. Additional fees might be incurred for redacted information.
	emailed requests	free of charge	unless redaction is required, or USB

- In accordance with RSA 31:95-b to accept unanticipated funds for 2022.

The board discussed the unanticipated funds as presented.

B. Solomon made a motion to accept \$59,256.82, seconded by B. Gustafson, all in favor.

B. Solomon made a motion to accept the ARPA revenue in the amount of \$110,238.21, seconded by B. Gustafson, all in favor.

B. Gustafson made a motion to accept the Seabrook funds in the amount of \$6,375.00, B. Solomon seconded, all in favor.

The board readdressed the fee schedule.

B. Gustafson made a motion to accept the updated fee schedule as detailed, B. Solomon seconded all in favor.

The fee changes above will be posted.

J. Pace closed the public hearing at 6:40pm.

Public Comment:

Pat Bonnevie addressed the board to ask about the speed limit changes and that Cindy Heal had sent an email to the board with questions related to the changing of the speed limits. J. Pace informed Ms. Bonnevie that there was a speed study conducted by the town over the summer by the police department. The board read through the email previously and will take those comments under advisement. J. Pace explained that they have not made any decisions yet. Ms. Bonnevie asked if the board has the authority to make this decision without going to warrant article, and J. Pace explained that it is within the purview of the board to change the speed limits on the town roads. He explained that there are only six roads that are currently at 30 mph, all other town roads are at 25 mph. The board will be addressing this further during the police departments reporting time. Shawn Smith addressed the board about the speed limit on Muddy Pond Road. He believes that it is time to address the speed limit on Muddy Pond Road and asked the board to make the right decision. J. Pace noted that looking into the speed limits and how to adjust them has been in process for close to a year.

DEPARTMENT HEADS:

- Police Department –Chief Scott Cain –

Chief Cain stated that the department conducted the speed study on Muddy Pond Road between June 30th to July 19th, 2022. The study reported that there was an average of 215 cars that travel Muddy Pond Road daily. Within that time period the average speed limit was 32 mph. Drinkwater Road and Wild Pasture Road are cut through roads and Chief Cain doesn't believe that those roads should be reduced to the 25 mph, but where Muddy Pond Road and Stumpfield Road have hills and curves so he would recommend those roads be reduced to 25 mph from the current speed limit of 30 mph. Drinkwater Road averaged 1100 cars per day during the survey of that road. The police department has been granted state grants so there will be increasing patrols. B. Solomon asked where the funds go from a ticket and the funds go to the state not the town.

There was a suggestion made for the town to put in digital speed limit signs that flash and that can be considered, but the town will be talking about where to place them because the roads are residential and will have lights flashing.

The two roads that the board is considering changing the speed limits on at this time will be Stumpfield and Muddy Pond Road. They will be discussing these two roads at the December 19th meeting.

- Road Manager – Matthew Armstrong-

- Bell and Flynn completed the gravel shoulders.
- Tree work will be done this Wednesday December 7th.
- Doug's Tree Service- the bid was approved they board at the last meeting but was not signed.

B Gustafson motioned to have the chair sign the Doug's Tree Service contract, B. Solomon seconded, all in favor.

The patching machine was researched, and it was purchased in 2007 for \$26,500. The town owns the machine but no vehicle to pull it. M. Armstrong stated that there was an inquiry to purchase the patching machine. J. Pace asked that it be appraised and if they are not going to use it, they should put it out to bid.

- Tax Collector- Carlene Wiggin- 25% of taxes are paid as of today.

- Building Inspector- Gino Rignoli-

G. Rignoli asked about implementing plumbing and mechanical permits. There is not a charge in place for this permit so there would be no fee associated with it. The town discussed this back in 2021 so there are samples available. K. Felch emailed the samples to G. Rignoli. G. Rignoli would be the inspector for this, but the board questioned if it should be a licensed plumber.

G. Rignoli will get the information together and present to the board again in January 2023.

NEW BUSINESS:

- Right to Know Request Policy Adoption-

The board reviewed the policy, there were no changes made to it, the fees in the policy are represented in the fees just adopted at the public hearing earlier in the meeting. The police department is governed by a separate policy and fee schedule.

B. Solomon made a motion to accept the Right to Know Request Policy as presented seconded by B. Gustafson, all in favor.

- ARPA Funds and Premium Payment

The board discussed the ARPA funds and premium payments for the appropriate staff. J. Pace explained that this is a onetime payment that will not affect the employee's base salary. The town has not spent any ARPA funds yet so there is the total of \$220,476.00 in the fund. This payout will include parttime and fulltime that are employed by the town at this time and categorized as essential personnel.

B. Gustafson made a motion to approve the use of ARPA funds to make premium payments to the appropriate staff in the Town. B. Solomon seconded the motion, all voting in favor.

- Town Administrator Appointment-Kathleen T Felch
J. Pace explained that the board has been talking about this for quite some time. The board feels it would be appropriate to formally appoint Kathleen Felch as the Town Administrator for the Town of Kensington. J. Pace explained that there are three pieces to this, one would be the appointment then the second would be to adjust the budget to reflect an appropriate level of compensation, and the third would be the contract. B. Gustafson asked if there was anything they needed to do with the Town Charter to have this position. J. Pace responded that no they do not, but with a town manager they would have. This falls within the board's purview and their organization of the town's administrative personnel in a way that is most effective.
B. Gustafson made a motion to appoint Kathleen T Felch as Town Administrator for the Town of Kensington, seconded by B. Solomon, all in favor.
J. Pace swore Kathleen T Felch in as Town Administrator effective January 1, 2023.

OLD BUSINESS:

- 2023 Warrant Articles- Draft
J. Pace explained that they done some trimming to the budget B. Solomon wants the figures checked out for the tax impact to be sure that they are correct.
Chief Cain and J. Pace were talking about a possible warrant article that appropriates some money towards identifying a potential parcel for a public safety complex. This would go towards an environmental study, general review of a property or any legal fees around acting on a property. There is nothing for this budgeted. B. Gustafson stated that he has talked to the Chiefs as well and there is no way for them to move forward without something like this.
J. Pace suggested \$30-\$50k for any legal, professional services related to reviewing property. This will give the board the opportunity to discuss this at the deliberative session. They are hoping to identify a parcel within the coming year. B. Solomon asked if we could take this from fund balance. J. Pace stated that is a possibility but he wants to see if the town wants to go forward with this project. J. Pace and K. Felch will draft a warrant article to present to the board. K. Felch explained that there is a Capital Reserve Fund created for buildings, and she will find out how the funds was established and who the agents to expend from the fund are.

Other Departments:

Kathleen Felch:

- Capital Assets Policy-2022
The board reviewed the Capital Assets Policy. **B. Gustafson motioned to adopt the Capital Assets Policy, B. Solomon seconded, all in favor.**
- Audit Representation Letter
The board reviewed the audit Representation letter. **B. Gustafson made a motion to adopt the Management letter and further to have the Chair sign for the board, B. Solomon seconded, all in favor.** J. Pace signed the letter.

- Budget

J. Pace suggested to move the salary for K. Felch to General Government and label the new line as Town Administrator. The budget has been adjusted to reflect the change in the salary line item. The board is hoping to move some expenses from next year at the next board meeting. The board reviewed the current budget and line items with departments under budget as of today.

- Pyrotechnico- Fireworks Display for New Years Eve- The board signed the contract and bill for fireworks for the Recreation Department. Funds will be used partially from the remaining budget and then the Recreation Revolver for the New Year's Eve event.

B. Gustafson motioned to approve the contract for Pyrotechnico Contract for Fireworks Display on December 31, 2022, and to allow the chairman to sign on behalf of the board. Further to approve the payments to Pyrotechnico. Seconded by B. Solomon, all in favor.

- The board signed bills and payroll.

Minutes will be forwarded to the board, and they will be added to the next agenda.

- Non-Public Session- RSA91A:3, II (a)-

B. Solomon made a motion to go into nonpublic under RSA91A:3, II (a) at 8:28pm, seconded by B. Gustafson. All in favor.

Roll Call: J. Pace	Yes
B. Solomon	Yes
B. Gustafson	Yes

B. Gustafson motion to exit nonpublic at 8:37pm, seconded by B. Solomon, all in favor.

Roll Call: J. Pace	Yes
B. Solomon	Yes
B. Gustafson	Yes

B. Gustafson motioned to adjourn the meeting at 8:37pm, seconded by B. Solomon, all in favor.

- Next Meeting Date – December 19, 2022

Respectfully submitted,

Kathleen T Felch